

# **Methacton School District - SchoolMessenger**

*SchoolMessenger is the rapid broadcast system we use to deliver high volumes of messages quickly and efficiently. The primary uses of the system will be to notify you of delayed openings, early dismissals, school closings, and emergencies. This will enable the district to share information to each of our families in the most time efficient manner possible in a variety of methods - including phone calls, email, and text message.*

Dear Parents/Guardians,

Your account information and contacts are currently recorded in the SchoolMessenger system based on the information you've provided to your child's school for PowerSchool, our child accounting system. Please take a moment to set up your SchoolMessenger account to verify your contact information is correct.

## **SETTING UP YOUR ACCOUNT:**

1. Enter the following URL into your browser's address bar: [go.SchoolMessenger.com](http://go.SchoolMessenger.com)
2. When the page opens, click "**Sign Up**" on menu bar at top right of the screen.
3. Enter your email address. (You must use the same email address you supplied to your child's school.)
4. Create password (must include one lower case letter, one upper case letter, one number, and be at least 6 characters long.)
5. You will receive an email at the email address you provided. Click the link in the email to verify your account. (Please note the link in the email is only valid for 24 hours.)
6. Return to the SchoolMessenger website. Click "**Log In**" at the top right of the screen. Enter your email address and the password you just created. Click "**Log In**" button.

## **FOR EXISTING ACCOUNTS:**

1. Click "**Log In**" on the menu bar at the top right of the screen.
2. Enter your email address and password.

*If you forgot your password, click on the "**Forgot Your Password**" tab. An email will be sent to you allowing you to create a new password. Follow the instructions in the email.*

3. Click "**Log In**" button.
4. Once you have logged in, you will see recently sent messages. You can click on the messages to view them.

## **NOTIFICATION PREFERENCES:**

Parent and guardian records in SchoolMessenger are linked to student records in PowerSchool. You can change the way you are contacted by adding phone numbers and/or email addresses in this section.

1. Access your account information by clicking on the  icon on the menu bar at the top left of the screen. Click on "**Contacts.**"

## **CONTACTS:**

Your school-age children attending Methacton schools should be listed on this page.

*If you are missing a child from this page, click the "**Is someone still missing?**" link at the bottom of the screen to find missing contacts using your phone number. You should also click on the "**Synchronize contact with your school district**" link to upload the most up-to-date information. If you still do not see your child's name, please contact the Communications office by calling Kathy Kifer at 610-489-5000, ext. 15007.*

1. After confirming that your children are listed under Contacts, please return to the  icon on the menu bar at the top-left of the screen. Click on "**Preferences.**"

## **PREFERENCES:**

### **My Contact Information:**

This screen lists all the phone numbers (voice and SMS text) and email addresses at which you and your designated contacts will receive SchoolMessenger messages.

1. "**Add More**" **Button** - To add more phone numbers and/or email addresses that aren't already listed in the system, click the green "**Add More +**" button on the right hand side of the screen. You can have up to seven (7) phone numbers and two (2) email addresses.
2. Please click on each phone number and email address in this section. When you click on each phone number, you will be prompted to answer the question "**Is it okay to call you on this phone?**" Choose your answer from the drop down menu.
3. Listed beneath this question are the six (6) message categories (see below). Please choose what types of messages you would like to receive, and how you would like to receive them. Click on the "**Call Me**" button and/or "**Text Me**" button, for each of your listed phone numbers. For the emails, click on the "**Email Me**" button if you wish to receive emails.

### **THE MESSAGE CATEGORIES ARE:**

- a. **Emergency** - Only used for the most serious emergencies, like a problem at the Limerick Power Plant.
- b. **Attendance** – Messages regarding your child's attendance.
- c. **School Closings/Delays** - Messages regarding school closure/delays due to inclement weather.
- d. **Early Dismissals** – Messages regarding early dismissal from school due to inclement weather.
- e. \* **General** – Messages for school events, road closures, late buses, power outages, and other important messages.
- f. **Survey** – Messages asking you to participate in taking an on-line survey.

**\* PLEASE NOTE: The "General" category for messages is used for the majority of messages sent out. Please be sure to checkmark the "General" box for messages.**

4. Be sure to click "**Save**" at the bottom of the screen for each phone number and each email address when finished.

### **My Message Preferences:**

5. Click each message category to view which email addresses and phone numbers will be contacted. You can also adjust your notification preferences for each message type here.
6. Please complete the above process for each phone number and each email address. Be sure to click **"Save"** at the bottom of the screen for each category.
7. **"Log Out"** – Click on the  icon in the upper left corner of the screen when finished.

**PLEASE NOTE: YOUR CONTACT INFORMATION IN SCHOOLMESSENGER IS LOCKED BY THE SCHOOL DISTRICT. IF YOU HAVE A PHONE NUMBER OR EMAIL ADDRESS THAT NEEDS TO BE REMOVED FROM THE SYSTEM, PLEASE EMAIL YOUR REQUEST ALONG WITH THE FIRST AND LAST NAME OF YOUR CHILD(REN) TO CHRISTA FRYLING AT [CFRYLING@METHACTON.ORG](mailto:CFRYLING@METHACTON.ORG).**

*For your convenience, you can also download the following apps to your electronic devices by clicking on the buttons below:*



*Parents and Guardians [Click here to watch our SchoolMessenger Video.](#)*

*Questions? Please email Christa Fryling at [cfryling@methacton.org](mailto:cfryling@methacton.org).*